COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CRIME ANALYST	Class No. 002484
SENIOR CRIME ANALYST	Class No. 002485

■ CLASSIFICATION PURPOSE

Under general direction, responsible for collecting, collating, analyzing and disseminating data relevant to actual and anticipated criminal activity, for serving as a resource, creating and maintaining relationships within the Sheriff's Department as well as other governmental agencies and communities, and for performing related work as required.

■ DISTINGUISHING CHARACTERISTICS

Crime Analyst:

The Crime Analyst is a journey-level class characterized by the responsibility for independently analyzing crime data, crime reports and other information, as well as, disclosing patterns and trends of criminal activity for a specific region of San Diego County, using various illustrative and statistical methods. This class is distinguished from the next higher class, Senior Crime Analyst, in that the latter is involved with more complex and sensitive countywide projects.

Senior Crime Analyst:

The Senior Crime Analyst is a lead-level class characterized by the responsibility for independently analyzing crime data, crime reports and other information, as well as, disclosing patterns and trends of criminal activity using various illustrative and statistical methods. The Senior Crime Analyst is distinguished from the next lower class, Crime Analyst, in that the former has the additional responsibility of acting as a lead worker participating in complex research and analytical studies. This class is distinguished from the next higher class, Crime Analysis Manager, in that the latter has countywide responsibility for the entire Crime Analysis Unit.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Crime Analyst:

Essential Functions:

1.   Researches, collects, analyses crime and community demographic data to determine patterns and trends.

2.   Gathers and updates information of criminal suspect activity and other periodic crime activity.

3.   Conducts manual and automated searches to retrieve crime information.

4.   Uses and maintains various law enforcement and non-law enforcement automated systems.

5.   Generates and disseminates maps, graphs, tables, charts and reports using spreadsheets, databases, link analysis, GIS and statistical software.

6.   Prepares detailed reports and maintains accurate records.

7.   Receives and responds to requests for information from the public or departmental personnel.

8.   Provides analytical support in the development and analysis of department and community surveys.

9.   Provides data to assist in effective deployment and strategies of patrol personnel.

10.   Participates in the development and maintenance of computer programs to assist in crime analysis efforts.

11.   Develops and maintains crime analysis related information on the department's Intranet and Internet websites.

12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Crime Analyst:

Essential Functions:

All the functions listed above and

1. Develops and implements strategies against recognized criminal trends.

2. Develops and implements crime analysis principles, methods, and functions.

3. Provides periodic administrative and management reports.

4. Provides training on crime analysis and mapping fundamentals.

5. Coordinates the development and maintenance of computer programs to assist in crime analysis efforts.

6. Represents the Sheriff's Department on research, grant, and countywide initiatives.

7. Conducts needs assessments within the Crime Analysis Division to develop training in existing and updated policies and procedures.

8. Effectively supervises subordinate employees, provides clear work instructions, reviews and evaluates employee's job performance.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

– Principles, methods, and techniques used in research and analysis.
– Data collection, statistical analysis and display.
– Criminal justice system functions and processes.
– Crime-related terminology.
– Math, statistics and statistical analysis.
– Research methodology for the analysis of a variety of complex data.
– Software applications such as Excel, Word, Access and PowerPoint.
– Government organization, functions and services.
– Cost/benefit analysis.
– Interjurisdictional relationships.
– Report writing techniques.
– County customer service objectives and strategies.

Senior Crime Analyst (in addition to the above):

– Principles of automated information systems.
– Problem solving and making effective decisions.
– Principles and practices of supervision.

Skills and Abilities to:

The following apply to all classes:

– Compile, organize, analyze and interpret crime and criminal offender data.
– Analyze information, problems, conditions, and statistical data and prepare written descriptions and reports.
– Create, maintain and access database files.
– Utilize various computer systems in data collection, statistical analysis, and data presentation.
– Communicate clearly, concisely and effectively orally and in writing.
– Compile and interpret statistics.
– Prioritize work to meet established deadlines.
– Establish and maintain effective working relationships with staff, other agencies and the public.
– Understand organizational and political implications of research findings, recommendations and decisions.
– Make oral presentations and conduct effective training programs.
– Use independent judgment and make sound decisions consistent with policy and procedures.
– Communicate effectively orally and in writing.

- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Crime Analyst (in addition to the above):

- Exercise independence in identifying, defining and selecting study methods.
- Problem solve and make effective decisions.
- Schedule and oversee the work of others.
- Work well under pressure.
- Understand and apply complex concepts provided by management information systems.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Crime Analyst:

1. A bachelor's degree from an accredited college or university in Criminal Justice, Public Administration, Business Administration or a closely related field, AND two (2) years of experience in a Crime Analysis Unit or related field, OR

2. An associate's degree from an accredited college, AND a certificate in crime analysis or related field, AND three (3) years of experience in a Crime Analysis Unit or related field.

Senior Crime Analyst:

1. A bachelor's degree in Criminal Justice, Public Administration, Business Administration or a closely related field from an accredited college or university, AND four (4) years of experience in a Crime Analysis Unit or related field, OR

2. A bachelor's degree in Criminal Justice, Public Administration, Business Administration or a closely related field from an accredited college or university with three (3) years experience in a Crime Analysis Unit or related field, AND a certificate in crime analysis or related field.

Note: Relevant experience may be substituted or used in combination with coursework on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

Crime Analyst (Class No. 002484)	Union Code: CE	Variable Entry: Y
Senior Crime Analyst (Class No. 002485)	Union Code: CEM	Variable Entry: Y